

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-72030618B00012
2. ISSUANCE DATE:	December 19, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	January 04, 2018 no later than 16:30 Kabul time
4. POSITION TITLE:	Senior Financial Management Specialist
5. MARKET VALUE:	GS-13 (\$74,584 - \$96,958) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The incumbent will be based at the U.S. Embassy in Kabul, Afghanistan and will be assigned to USAID's Office of Financial Management (OFM). OFM supports a wide-range of United States Government (USG) stability and development programs and activities throughout Afghanistan. USAID/Afghanistan manages an operating budget which averages approximately \$650 million a year. This is one of the largest USAID program in the world, and it also represents the single largest bilateral assistance program in the 56-year history of the Agency.

USAID/Afghanistan operates in a complex interagency structure working closely with Government of the Islamic Republic of Afghanistan (GIROA), North Atlantic Treaty Organization (NATO), and international partners in a civilian-military effort to combat terrorism and re-establish security and stability in a country devastated by decades of war and misrule.

The incumbent as a representative of the USAID/Afghanistan, works directly with a broad range of USG officials in assisting to develop strategies, designing projects and activities, conducting monitoring and evaluation of programs, and providing assistance and advice to GIROA counterparts. The Senior Financial Management Specialist (SFMS) collaborates with various USG officials and support direct assistance programs within GIROA, as well as direct

*Please see Section 11: Area Of Consideration

assistance to Afghan civil society organizations, Non-Governmental Organizations (NGOs) and other multi-national partners. A key component of the duties and responsibilities includes providing direct capacity building support and technical assistance to GIRoA line Ministries, parastatal organizations, and USG implementing partners while conducting reviews and assessments of GIRoA. The incumbent is expected to act as a Team Leader providing mentoring, hands-on training, and direction to USAID Cooperating Country Nationals (CCNs) and provide technical assistance to GIRoA. The incumbent works closely with a broad range of GIRoA counterparts including senior Ministry Officials in Kabul. The incumbent coordinates with contracted assessment and audit teams and provide support and feedback to contractor teams. The incumbent occasionally travels to duty locations throughout Kabul to conduct fieldwork, meetings and capacity building sessions.

2) Statement of Duties to be Performed:

1. The incumbent serves as a principal financial management advisor and if required serves as team leader supporting Host Government on-budget assistance programs. The incumbent determines appropriate methods of financing for Mission Programs and operations with the budget of up to \$650 million. The incumbent provides uniform guidance and procedures for financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID/Afghanistan assets.
2. The incumbent serves as an advisor to Senior USG officials and their staff regarding the financial implications of existing or contemplated agreements. Assures that financing and reporting procedures, which conform with USAID's financial and program reporting systems and with the requirements and limitations of USG and Cooperating country laws and regulations, are fully considered and set forth in Implementation Letters, grant projects, and contract agreements.
3. The incumbent acts as the Senior USAID technical expert involving the performance of comprehensive audits and examinations of all types of Mission and Host Government programs, to determine compliance with applicable legislation, regulations, policies and procedures to determine and evaluate the extent and quality of program and project implementation.
4. The incumbent provides mentoring, hands-on training, and direction to USAID CCNs and GIRoA. The incumbent also provides formal technical financial training to CCN, Third Country National (TCN) and US Personal Services Contract (USPSC) staff, and USAID partners on topics including best practices related to audit, internal controls, and public financial management.
5. The incumbent manages administrative, operational, and program activities involved in advising on the accounting and internal control operations of the Host Government and implementing partner organizations. The incumbent conducts reviews and assessments of government ministries, agencies, and parastatals, and issues written reports on the work performed. Reviews, critiques, and revises audit reports and coordinates management decisions. Assists with all Mission Assessments, Reviews and Risk Mitigation plans. Accomplishes work related to the conceptualization, design, documentation, and/or management of centrally administered financial audit/assessment projects. Programs/projects

may be targeted toward a specific entity/situation, or they may be targeted to a specific development problem. The incumbent reviews concept papers, project authorizations, and project amendments, in line with Agency regulations and guidance. The incumbent reviews, and verifies the complicated results and indicators of a government to government incentive program with funding up to \$800 million. This requires a thorough analysis and understanding of the indicator standards and s/he prepares work papers to the support the controller's position.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent will be expected to work independently with minimal supervision under the Deputy Controller. Performs assignments independently, referring difficult questions to the Division Chief or, in the case of technical questions, to the Cognizant Technical Officer. Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with policy and USAID procedures.

5) Supervisory Controls:

Supervision is not a regular part of the job though the incumbent may be assigned to familiarize newly assigned personnel with the work of the Division. The incumbent will be leading a diverse team of up to four CCN staff during design reviews, assessments and audits/reviews of host government entities. The incumbent is expected to provide training, mentoring and daily technical and administrative guidance to the local CCN staff.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications."

Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;

- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A Bachelor's degree in Accounting or other relevant major is required along with a CPA or a Chartered Accountant Certificate. Relevant degrees may include: business administration, management, finance, economics, or public administration and policy. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** A minimum of ten (10) years of progressively responsible experience in audit and financial management, part of which must have been in a

developing country is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a “Senior Manager or Manager” or higher management position within a Certified Public Accounting firm. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Strong financial management, accounting, auditing and financial advisory services with a demonstrated ability to lead teams starting from project activity design, risk assessments and associated mitigation plan, project/program financial management, and audit management. Development experience is highly desired, as the work requires an in depth knowledge of development specific appropriation laws, policies and procedures from inception of the program concept to closeout.

FACTOR #2:

Demonstrated ability to work with complex Government to Government programs/projects in non-permissive post conflict areas including significant experience in capacity building for host country staff and in house staff. The incumbent must be able to mentor staff in areas of financial management, accounting, and risk assessments. Strong auditing experience is required as robust verification work papers on a complex Government to Government incentive program will be required to support OFM's position. Development experience is highly desired.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1	20 points
Factor #2	25 points

Interview Performance 55 points

Interview questions will revolve around the candidate's ability to:

- Provide strong financial management, accounting, auditing, and financial advisory services in a challenging fast paced environment
- Provide financial guidance on government to government programs/projects
- Lead financial management teams from project/program inception to completion
- Provide mentorship and guidance to OFM and external staff
- A self-starter who can assess the issues, problem solve, and implement solutions

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618B00012 - Senior Financial Management Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:
<https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)

4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.